

**KENTUCKY DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES
APPLICATION**

This document constitutes an application from qualified individuals and organizations to **provide Supplemental Educational Services in Kentucky Schools. The application is Pursuant to the Federal No Child Left Behind Act, Section 1116 (e)(1).**

(Providers must be available to provide services for the current school year of application. If approved, providers will remain on the Approved Provider List unless removed for failure to provide adequate services or closure of the program.)

GENERAL INFORMATION

A review conducted by Kentucky Department of Education will evaluate the application based on the following subjective factors:

1. Provider Application Form.....5pts.
2. Program Narrative/Description of Service (to include numbers 3-6 below).....15pts.
3. Evidence of High Quality and Research-Based practices.....20pts.
4. Evidence of Effectiveness.30pts.
5. Qualifications/Expertise of Instructors10pts.
6. Alignment with Kentucky Standards.....20pts.

The Kentucky Department of Education reserves the right to conduct discussions with any potential provider who has submitted an application to determine the provider's qualifications. Discussions shall not disclose any information derived from applications submitted by other providers.

The Kentucky Department of Education reserves the right to withdraw approval to providers that fail, for two consecutive years, to contribute to increasing the academic proficiency of students served.

Applications are to be delivered to the following address:
Kentucky Department of Education
C/o Kathy Burton, Federal Programs
500 Mero Street, CPT 8th floor
Frankfort, Kentucky 40601

To clarify any questions please contact Corlia Logsdon at (502) 564-3791

Background

As part of the federal No Child Left Behind Act (NCLB), any school that is in its second year of School Improvement or in Corrective Action shall arrange for the provision of supplemental educational services to eligible children. Supplemental services must be from a provider with a demonstrated record of effectiveness or a high probability of success, that is selected by the parents in cooperation with the school district of residence and approved for that purpose by the State educational agency [Section 1116(e)(I)]. Schools and districts required to meet this provision will be released after the September 2002 assessment release date.

Purpose

This Application is issued to select the providers of supplemental services that will be included on the Approved Supplemental Services Provider (ASSP) list. This is not a competitive grant in that as many providers can be included in the ASSP list as meet the criteria specified below. The list will be maintained by the Kentucky Department of Education and will indicate which of the approved providers offer supplemental services in each school district.

The **No Child Left Behind Act** requires that the state promote maximum participation by providers to ensure, to the extent practicable, that parents have as many choices as possible. The state approved list will be updated at least annually. Each year there will be an opportunity for new providers to demonstrate their organization meets the requirements. The Kentucky Department of Education reserves the right to withdraw approval to providers that fail, for two consecutive years to contribute to increasing the academic proficiency of students served.

Eligibility Requirements

To be included on the approved list of supplemental services providers, applicants must meet the following criteria:

- Have a demonstrated record of effectiveness or have a high probability of increasing student academic achievement.
- Provide supplemental educational services that are consistent with state academic standards (The Standards and Indicators for School Improvement, Kentucky Core Content, and Kentucky Student Performance Descriptors). These documents are on the KDE website:
 - [Kentucky's Learning Goals And Academic Expectations](#)
 - [Program of Studies for Kentucky Schools - Primary-12](#)
 - [Core Content for Assessment](#)
 - [Implementation Manual for the Program of Studies](#)
 - [Student Performance Standards](#)
 - If you are unable to access the links above, you may copy and paste the following URL into your browser to access the documents referenced:
 - <http://www.kentuckyschools.net/KDE/Instructional+Resources/Curriculum+Documents+and+Resources/default.htm>
- Provide instruction that is of high quality and research-based instruction designed to increase student achievement.
- Meet all applicable federal, state, and local health, safety, and civil rights laws.
- Provide instruction and content that is secular, neutral and non-ideological.

- Provide parents of children receiving services with information on progress of children in increasing achievement, in a format and, to the extent practicable, a language that parents can understand.
- Must be financially sound.
- Provide instruction in addition to what is provided during the school day.

Eligible Service Providers

The term Provider is defined as a non- profit entity, for-profit entity, or a school district.

Potential providers eligible to apply to provide supplemental services may include, **but are not limited to:**

- Community agencies
- Private schools
- Individuals
- Child care centers
- Public schools or districts (must not be identified as being in improvement)
- Libraries
- Community colleges
- Private companies
- On-line schools
- Family literacy programs
- Even Start programs
- Educational cooperatives
- Faith-based organizations
- Institutions of higher education

Responsibilities of the approved Provider

Providers included on the Approved Supplemental Services Provider (ASSP) list are required to:

- Ensure that the instruction provided is aligned with Kentucky student academic achievement standards.
- Ensure that in the case of a student with disabilities, is consistent with the student's individualized education program under section 614(d) of the Individuals with Disabilities Education Act.
- Provide parents of children receiving supplemental educational services and the appropriate school with information on the progress of the students in regards to increasing achievement, in a format and, to the extent practicable, in a language that such parents can understand.
- Ensure all employees who will interact with students undergo a criminal records check and are approved to interact with children.
- Enter into an agreement with the local school district that includes:
 1. A statement of specific achievement goals for each student based upon the child's specific educational needs
 2. A description of how the student's progress will be measured
 3. A timetable for improving achievement that, in the case of a student with disabilities, is consistent with the student's Individual Education Program.
 4. The amount of instructional time to be provided
 5. The location where services will be provided
 6. The means of transporting children to the place of instruction, if the services will be provided in a location other than student's school

7. A description of how the student's parents, teacher(s) and school district will be regularly informed of the student's progress
8. Provisions for the termination of such agreement
9. Provisions with respect to the making of payments to the provider by the school districts
10. An assurance from the provider that the identity of any student eligible for, or receiving, supplemental educational services will not be disclosed without the written permission of the student's parents.
11. The qualifications of staff responsible for the delivery of the instructional program
12. A description of the research-based program to be utilized with specific references.

Responsibilities of the School District

Qualifying school districts are required to:

- Identify eligible students
- Notify parents annually in an understandable and uniform format, and, to the extent practicable, in a language the parents can understand of:
 1. The availability of supplemental services
 2. The approved providers whose services are within the school district or whose services are reasonably available in neighboring school districts
 3. A brief description of the services, qualifications, and demonstrated effectiveness of each approved provider to assist the parent in selecting a provider
- Contact approved providers selected by the parents and enter into a contractual agreement on behalf of the students
- Enter into an agreement with provider that includes:
 4. A statement of specific achievement goals for each student based upon the child's specific educational needs
 5. A description of how the student's progress will be measured
 6. A timetable for improving achievement that, in the case of a student with disabilities, is consistent with the student's Individual Education Program.
 7. The amount of instructional time to be provided
 8. The location where services will be provided
 9. The means of transporting children to the place of instruction, if the services will be provided in a location other than student's school
 10. A description of how the student's parents, teacher(s) and school district will be regularly informed of the student's progress
 11. Provisions for the termination of such agreement
 12. Provisions with respect to the making of payments to the provider by the school district
 13. An assurance from the provider that the identity of any student eligible for, or receiving, supplemental educational services will not be disclosed without the written permission of the student's parents.
 14. The qualifications of staff responsible for the delivery of the instructional program
 15. A description of the research-based program to be utilized.
- Develop and implement a monitoring procedure and report the quality and effectiveness of approved provider

- Provide notice of potential providers of supplemental educational services of the opportunity to provide services
- Apply fair and equitable procedures for serving students if the number of spaces at approved providers is not sufficient to serve all students

Funding

The amount that a district shall make available for supplemental services for each child receiving those services under this section shall be the lesser of:

1. The amount of the agency's Title I allocation, divided by the number of children from families below the poverty level counted under section 1124(c)(1)(A); or
2. The actual cost of the supplemental educational services received by the child.

Duration and Monitoring

The Kentucky Department of Education (KDE), in cooperation with the applicable school districts, is required to monitor the quality and effectiveness of the services offered by approved providers and to withdraw approval from providers that fail, for two years, to contribute to increasing the academic proficiency of students to whom they provide services or that fail to meet any of the other eligibility requirements or assurances. KDE monitoring will be conducted through contact with local school districts to ascertain an evaluation and demonstration of the effectiveness of providers. A violation of any of the above referenced provider responsibilities constitutes grounds for immediate removal from the state approved list.

A district must continue to offer supplemental services until the school(s) in question is no longer in school improvement according to requirements of NCLB.

Reporting

In May of 2003, the provider is expected to submit to the school a final written report that summarizes the progress of all students provided with supplemental services. The school will submit this report to the Kentucky Department of Education for review. This information will be used to help determine if a provider will remain on the state approved list.

Application process and timeline

Applications must be received by the Kentucky Department of Education by a date within the window.

Kentucky Department of Education
C/o Kathy burton CPT 8th floor
500 Mero Street
Frankfort, Kentucky 40601

Approved providers list will be determined and announced as soon as possible. Applicants that do not meet the qualifications will be notified and may re-apply in future years. Upon request, the reasons for denial will be provided to the applicant.

Required Application Format

Use the application form attached to this APPLICATION. Provide the information in the order indicated on the application form. In addition:

- Use no smaller than a 12 pt. Font
- Use a document footer with Provider name and page numbers
- Limit the number of pages in the narrative of **no more than** 10 pages
- Allowable attachments are limited to letters of reference and printed brochures describing the services provided. Application reviewers will not be required to read additional attachments. Attachments such as CDs, videotapes or other multimedia productions cannot be accommodated.

BRIEF Abstract (MUST BE COMPLETED)

1. **Description of services-**
2. **Qualifications of staff-**
3. **Demonstrated record of effectiveness-**
4. **Technology accessible-**
5. **Geographic Locations to serve-**

A complete application packet includes:

- ___ Supplemental Educational Services Provider application form
- ___ Program narrative/description of services
- ___ Signed assurances and signature form
- ___ Allowable attachments (letters of reference and printed brochures)

Supplemental Educational Services
Provider Application Form

Name of Provider _____

Address _____

City _____ State _____ Zip _____

Phone (area code) _____ Fax _____

E-mail _____

For Profit Provider _____ Non-Profit Provider _____ Individual Provider _____

Proposed Location of
Actual Services _____

Address _____

City _____ State _____ Zip _____

Contact Person _____

Geographic limitations. Our Organization can provide services to:

All school districts in Kentucky: Yes _____ No _____

To only the following areas: (Please list the potential school districts you can
Serve)

Guiding Questions. Incorporate the following in a narrative of no more than 10 pages

- a. Description of Services
- b. Standards and Indicators: How would/does the services provided link to the *Standards and Indicators for School Improvement*? [Standards & Indicators for School Improvement](#)
- c. Agency Goals: How would/does the services provided link to the Kentucky Board of Education (KBE)/Kentucky Department of Education (KDE) Goals and Objectives: particularly the immediate priorities? [Kentucky's Learning Goals And Academic Expectations](#)
- d. Validation: What is the scientifically based research that demonstrates this is an effective, and method to increase student achievement?
- e. Indicate type of instructional staff, qualifications and ongoing support the instructors will receive.
- f. Provide evidence of the program's effectiveness. If available, include data that supports student academic progress.
- g. Describe how the school and parents will be notified of the student's progress (in their native language if necessary).
- h. Indicate the pricing structure for providing supplemental services.
- i. Delineate how the progress of students receiving supplemental services will be measured and which assessments will be used.
- j. Apply a fair and equitable procedure for serving students.

**ASSURANCES
And
SIGNATURE FORM**

In submitting this application to be included in the Kentucky Department of Education Approved Supplemental Services Provider List, I certify that:

1. The organization meets all applicable federal, state, and local health, safety, and civil rights laws.
2. All instructors participating in the program have undergone background checks with the Kentucky State Police, have been fingerprinted and are approved to work with children.
3. All instruction and content are secular, neutral, and non-ideological
4. All qualified children, whose parents request services from the organization, will be served equitably without restriction.
5. The organization will not disclose to the public the identity of any student eligible for or receiving supplemental educational services without the written permission of the parent.
6. The organization is financially stable and will be able to complete services to the student school, and district.
7. The provider will not apply additional criteria affecting the eligibility of students.

Signature

Print Name

Organization and Title

Date

Dimension	Extensive (5 points)	Adequate (3-4 points)	Minimal (1-2 points)	TOTAL
OMPLETENESS OF SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDER APPLICATION FORM	The provider application has been included with all information complete.	The provider application form has been included with not more than one omission.	The provider application form has been omitted or is not inclusive of several pieces of vital information.	Total points of dimension _____/5 Comments: Strengths: Areas needing improvement:

	(11-15 points)	(6-10 points)	(1-5 points)	
<i>NARRATIVE/ DESCRIPTION OF SERVICES</i>	<p>The application clearly describes the following about the services and instruction to be provided:</p> <ul style="list-style-type: none"> • Age group of the children • Content of services (model or approach used) • Research-base for instructional services provided • Evaluation design for services including assessment for student academic improvement • Credentials for instructional provider (s) • Contact information from past recipients of services • General information (numbers 2-6 on page 1 of APPLICATION) • Guiding questions on page 7 of Provider Application Form 	<p>The application adequately describes the services and instruction to be provided:</p> <ul style="list-style-type: none"> • Age group of the children • Content of services (model or approach used) • Research-base for instructional services provided • Evaluation design for services including assessment for student academic improvement • Credentials for instructional provider (s) • General information (numbers 2-6 on page 1 of APPLICATION) • Guiding questions on page 7 of (Provider Application Form 	<p>The application provides minimum descriptive information about the services and instruction to be provided:</p> <ul style="list-style-type: none"> • Age group of the children • Content of services (model or approach used) • Research-base for instructional services provided • Evaluation design for services including assessment for student academic improvement • Credentials for instructional provider (s) • General information (numbers 2-6 on page 1 of APPLICATION) • Guiding questions on page 7 of Provider Application Form 	<p>Total points of dimension</p> <p>_____/15</p> <p>Comments:</p> <p>Strengths:</p> <p>Areas needing improvement:</p>

[illegible]

[illegible]

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Dimension	Extensive (15-20 points)	Adequate (7-14 points)	Minimal (1-6 points)	TOTAL
<p><i>ALIGNMENT WITH KENTUCKY STANDARDS</i></p> <ul style="list-style-type: none"> • Program of Studies, • Core Content for Assessment • Student Performance Level Descriptions • Transformations: Kentucky's Curriculum Framework • Standards and Indicators for School Improvement 	The application reflects alignment with 3 or more Kentucky Standards document.	The application reflects alignment with at least 3 Kentucky Standards document	The application reflects alignment with only one of Kentucky Standards document.	<p>Total points of dimension</p> <p>_____/20</p> <p>Comments</p> <p>Strengths:</p> <p>Areas needing improvement:</p>

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|----|---|-------------|
| 1. | Provider Application Form | ____/5pts. |
| 2. | Program Narrative/Description of Service (to include numbers 3-6 below) | ____/15pts. |
| 3. | Evidence of High Quality and Research-Based practices | ____/20pts. |
| 4. | Evidence of Effectiveness | ____/30pts. |
| 5. | Qualifications/Expertise of Instructor's | ____/10pts. |
| 6. | Alignment with Kentucky Standard's | ____/20pts. |
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TOTAL SCORE ____/100